

SUPPLEMENTS

1. Supplements are used when closing out a prior year contract and there are insufficient funds remaining in the contract to pay the entire cost. Supplements only apply to BMPs specified in the original contract.
2. Supplements are also used to pay overages or minor revisions of components that occurred during installation.
3. Any BMP not shown on the original contract map requires a new contract.
4. Supplement contracts may be submitted as soon as funds become available, or they may accompany the final payment for the contract.
5. When a contract qualifies for a supplement, you must:
 - a. Submit a request for payment for the original contract, closing the contract out;
 - b. Submit a new NC-ACSP-11 and NC-ACSP-11A for the overages (using a current year agreement number but using the average cost from the program year of the original contract); and
 - c. Submit a request for payment to close out the supplement.
6. **Remember:**
 - a. **Reference original Agreement number on the supplement.**
 - b. **You must have enough money in your current year District account to cover the supplement.**
7. Supplements cannot be used to increase funds for a contract written with a District limit.
8. A supplement may be written for a contract that exhausted funds in a District's account. Document the amount of additional funds that will be needed on the original contract.